

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON**

RESOLUTION 22-2016

**A RESOLUTION OF THE NORTH BEACH WATER DISTRICT OF PACIFIC COUNTY,
WASHINGTON, ADOPTING BOARD POLICY REGARDING USE OF BOARD ROOM.**

WHEREAS, North Beach Water District (District) has a new meeting room, designated as the "Board Room", outfitted with state of the art appurtenances such as audio video equipment, including a remotely programmed sound system, wireless projector, wireless microphones, and modern styled meeting room furniture; and

WHEREAS, the Board of Commissioners (Board) desires to allow the use of the Board Room and appurtenances by local groups and individuals for programs of educational, cultural, or recreational interest (Programs); and

WHEREAS, the District's General Manager has developed a proposed "Use of Board Room Policy" (Policy), serving to protect District Facilities from misuse and offset expenses incurred by the District hosting Programs; and

WHEREAS, the Policy may be updated from time to time by Resolution of the Board, to ensure the Board Room is available for use and enjoyment of the District's ratepayers and the general public; and

WHEREAS, the Board finds that the proposed Policy is fair and reasonable and will benefit District ratepayers and the general public.

NOW, THEREFORE, THE NORTH BEACH WATER DISTRICT BOARD OF COMMISSIONERS, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Approval of Use of Board Room Policy.

The Board of Commissioners of North Beach Water District, hereby approve and authorize a new "Use of Board Room Policy", attached hereto and incorporated herein as "EXHIBIT A", governing the use of the District's facility designated as the "Board Room" by organizations, ratepayers, and members of the public.

Section 2. Authorization.

The District's General Manager is hereby authorized and directed to do any and all things which may be required or advisable to implement the "Use of Board Room Policy" by August 31, 2016.

Section 3. Effective Date.

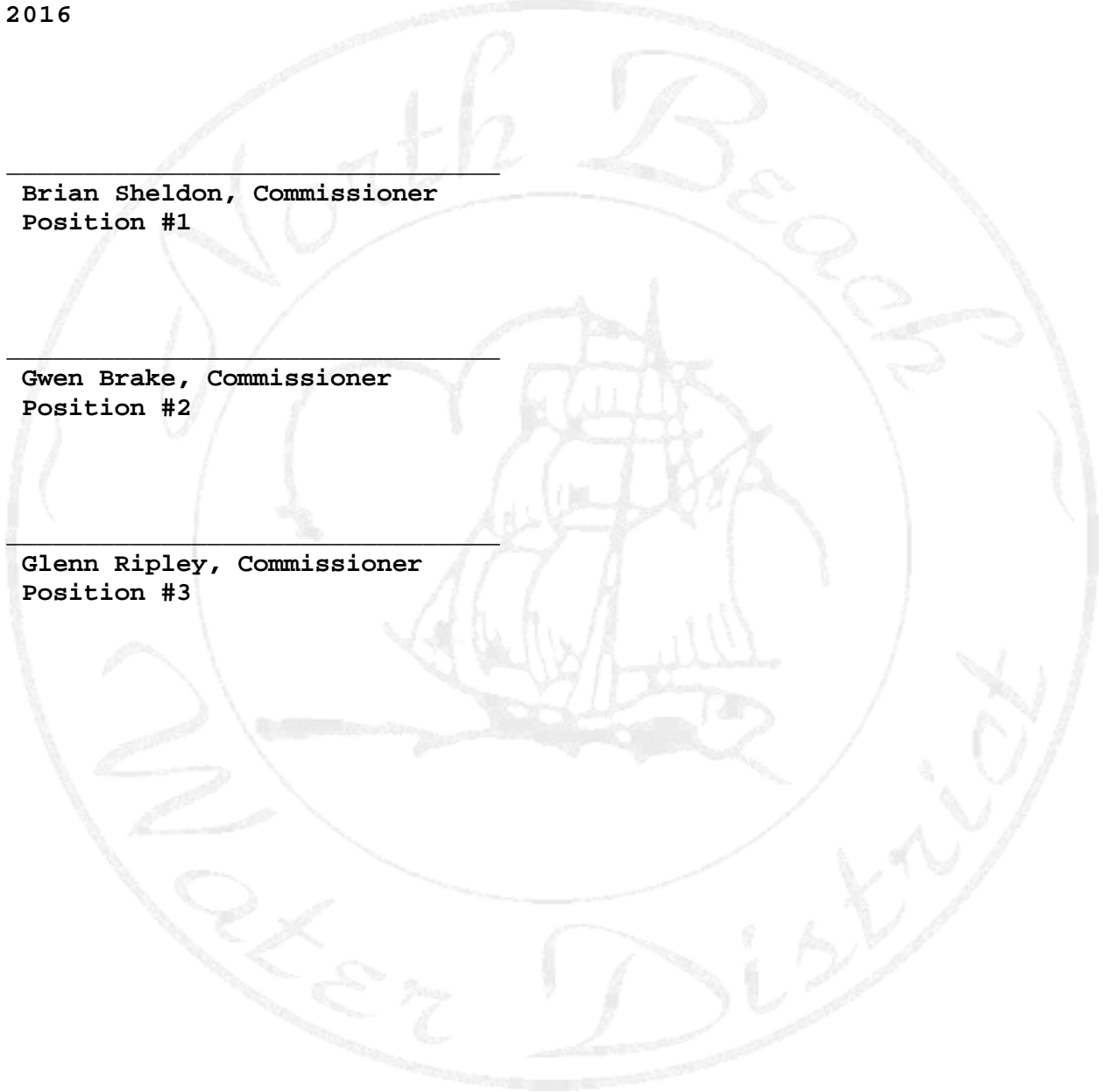
This Resolution shall become effective on August 31, 2016.

ADOPTED BY THE NORTH BEACH WATER DISTRICT BOARD OF COMMISSIONERS, PACIFIC COUNTY, WASHINGTON THIS 18th DAY OF JULY, 2016

Brian Sheldon, Commissioner
Position #1

Gwen Brake, Commissioner
Position #2

Glenn Ripley, Commissioner
Position #3



Board Policy: ----- Use of District Board Room

Purpose Statement:

The North Beach Water District (District) facility designated as the "Board Room" is the principal meeting place of the Board of Commissioners (Board) as well as the conference and training area for District staff. The Board would like to make the Board Room available for occasional use by individuals and community based groups within the District, provided, said conditional use of the Board Room is secondary the Board and District uses, whose needs shall always prevail.

The District's General Manager, is authorized to administer this Policy, including the ability to establish procedures and rules that are consistent with the following Policy in order to allow for the orderly administration and scheduling of the Board Room use.

Policy:

1. Use of the Board Room, other than by the Board or District business, is limited to individuals, not-for-profit groups, other government agencies, persons or organizations with a contractual relationship to the District, or organizations in which a District commissioner or District employee is a member, and only for professional development or other District related purposes.
2. Reservations shall be made by completing an "Application for Use of the Board Room" (Application).
3. Reservations are on a first-come, first-serve basis and for one-time occasions only and cannot be used for ongoing activities or events unless specifically authorized in writing by the District's General Manager.
4. An Application, accompanied by the deposit(s) and rental fee must be completed and approved prior to the intended use of the Board Room. The Application must include, at a minimum, 1) the name of the individual or group sponsoring the event (Applicant). 2) The name and signature of the individual assuming responsibility for supervision of the event and security of the building (Responsible Person). The Applicant and Responsible Person may be the same person.

5. In the event the room is unavailable for the date(s) requested or the Application is denied for any reason, the room deposit and rental fee will be promptly returned to the Applicant.

6. The Board Room may not be used for activities involving fund raising, advertising, promoting or selling of merchandise or services, for profit or not for profit.

7. Pursuant to RCW 42.17A.550, use of the Board Room by persons or organizations for the purpose of directly or indirectly assisting a campaign for election of any person to any office or for the promotion of or opposition of any ballot proposition is not allowed.

8. Use of the Board Room for purposes contrary to federal, state or local laws is not allowed.

9. No admission fees or tuition may be charged to those in attendance.

10. The Applicant and the Responsible Person jointly shall be held liable for damage to any furniture, equipment or the premises during the event up to and beyond the amount of any deposit(s).

11. No later than one week prior to the event, the Applicant must provide a certificate of insurance showing proof of liability coverage with limits greater than or equal to \$2 million aggregate and \$1 Million per occurrence. North Beach Water District must be listed as an additional insured on the certificate.

12. All groups using the Board Room must agree to defend and hold the District harmless from any and all claims by any person arising from use of the Board Room.

13. Prior to approval, the applicant must sign a statement acknowledging that they, or the group sponsored by the applicant, does not discriminate on the basis of race, creed, color, national origin, sex, age, religion, disability, marital or veteran status or any other basis that is protected under local, state or federal law.

14. Authorized use shall be limited to the Board Room, Lobby, Public Restrooms, and specifically approved Board Room appurtenances. Entrance of any other areas or use of any appurtenances not specifically authorized is not permitted.

15. Fees and deposits will be set by the Board in the District's fee schedule located in the District's Rules and Regulations Policy.

16. The District may cancel reserved events without penalty at any time in the event the Meeting Room is needed by the Board or District staff.

17. Use of the District's technical equipment (i.e. Audio Video) is prohibited unless authorized by the General Manager and the Responsible Person has arranged a mandatory training session with the Office Manager prior to the event.

18. Open flames, such as lighted candles, are not allowed without prior permission from the District Manager. The District Manager may require a written fire protection plan approved by Pacific County Fire District #2.

19. The emergency exit must be pointed out at the beginning of all meetings.

20. Use of tobacco products, cannabis products, and alcoholic beverages are prohibited at all District facilities.

21. Only light refreshments are allowed.

22. Decorations or other special preparations that leave permanent marks or otherwise cause damage may not be affixed to the walls.

23. Board Room appurtenances (i.e. tables, chairs, equipment) may not be removed from the building.

24. Removal of excess materials, equipment, furnishings, and rubbish must be accomplished immediately following use of the District Board Room.

25. The Board Room, Lobby, and Restrooms must be left clean with furniture set up as it was found. The District may assess charges for damage or cleaning.